

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

ANNOUNCEMENT NO: **CFSA-09-P062** POSITION: **Program Analyst
DS-343-12**
OPENING DATE: **05/06/09** CLOSING DATE: **OPEN UNTIL FILLED**
IF "OPEN UNTIL FILLED" **5/19/09 (And every
two weeks
thereafter)** SALARY RANGE: **DS-12 \$65,001 - \$83,154**

WORK SITE: **WASHINGTON, D.C.** TOUR OF DUTY: **8:15 A.M. TO 4:45 P.M.
Monday – Friday**

PROMOTION POTENTIAL: **NONE** AREA OF CONSIDERATION: **Unlimited**
NO. OF VACANCIES: **One (1)**

AGENCY: **Child and Family Services Agency (CFSA), Office of the Deputy Director for Administration (ODDA), Child Information Systems Administration (CISA)**

DURATION OF APPOINTMENT: ☒ **Permanent** ☐ **Term (13 months to 4 years) NTE:** _____
☐ **Temporary (Up to 1 year, Not-to-Exceed)** _____

☒ **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

☐ **This position IS NOT in a collective bargaining unit.**

RESIDENCY PREFERENCE AMENDMENT ACT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES:

The incumbent is responsible for analyzing, evaluating, and providing information on the impact of any changes or enhancements to the Statewide Assessment Child Welfare Information Systems, FACES. Documents the sequence of actions to specific approaches and any system interrelationships, as would be affected during designing and implementation. Reviews and evaluates projects to ensure that they are in alignment with program goals and priorities, agency direction, and agency standards. Provides ongoing system analysis support for developers and users. Consults with users to identify current operating procedures and clarify program objectives. Formulates plans and outlines steps to develop programs, using structured analysis and design techniques. Prepares flowcharts and diagrams to illustrate the sequence of steps developers must follow and to describe logical operations involved. Assists in program analysis. Provides detailed written action plans and submits analytical specifications for project specification. Tests computer programs in system, acceptance, and pre-production databases. Drafts manuals for users for system application or future enhancements. Plans and develops technology strategies, as well as designs solutions that align with agency strategic directions and standards. Identifies opportunities for capitalizing on revenue maximization and federal reporting. Monitors program performance after implementation of program (coding). Participates in regularly scheduled meetings with Application or Information Report Supervisor to discuss business practice and workflow. Ability to plan and coordinate multiple projects simultaneously. Ability to identify problems, gather information and analyzes the requirements. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

One year specialized experience equivalent to at least the next lower grade which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and that are typically in or related to the work of the position to be filled.

SELECTIVE FACTORS:

- **Bachelor's degree in Information Systems, Business and/or related field or**
- **Master's degree in Public Policy or related field**

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. General knowledge of federal and local child welfare and neglect laws, the Adoption and Safe Families Act, Prevention of Child Abuse and Neglect Act of 1997, Adoption and Foster Care Analysis Reporting System, and/or the Nation Child Abuse and Neglect Data Systems;
2. Thorough knowledge of theory and techniques of business management analysis;
3. Thorough knowledge of child welfare programs, policies, and procedures and business processes, and how those business processes are supported by an automated information system;
4. General knowledge of the operating characteristics of a computer system to monitor the application of recommendations resulting from analyses;
5. General knowledge of the structure, goals and objectives of a child welfare organization;

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. **Applicants will only be notified if an interview is granted.**

TO APPLY: **FAX TO:** (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEBSITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
